

HOW TO REGISTER FOR RECREATION PROGRAMS

To register for programs, complete the registration form on page 37, include payment, payable to the "City of Woodstock," then mail, drop off in person or utilize the night deposit after business hours. Registration forms and payment should be directed to:

City of Woodstock Recreation Department
820 Lake Avenue • Woodstock, IL 60098

(Night drop is located to the right of the front door at the Woodstock Recreation Center, 820 Lake Avenue.)

For information call the Recreation Department at 815-338-4363.

1 FIRST PRIORITY

**Mail-In or Drop-Off
Until 9:00 p.m.**

**TUESDAY, MAY 15
FIRST PRIORITY..**

is given to those who mail or drop off registration forms by Tuesday, May 15, 9:00 p.m. If we receive more registrants than a program size will allow, we will conduct a random drawing to select participants. Random draw priority is 1) residents of Woodstock Corporate City Limits, 2) residents of School District 200, 3) all others.

You will automatically be registered for the programs and times you prefer, unless notified by Recreation staff.

Registration confirmation will NOT be mailed, but can be emailed if email address is provided.

2 Registration is closed May 16-20

....so that staff may process all forms received through first priority. Any registration received on these days will be held and processed on Monday, May 21 if class availability exists.

3 Registration continues Monday, May 21

for programs where space is available. Registration continues through the start of program.

RESIDENCY

The Recreation Department is funded by City of Woodstock taxpayers. This subsidy is supported from the general corporate (real estate) tax and is the basis for our Resident/Non-Resident fee structure. The distinction is based on your place of RESIDENCE and whether or not it is within corporate city limits. If you are unsure whether you live within the corporate city limits, call us and we will let you know. The City of Woodstock reserves the right to ask for verification of residence.

**DON'T WAIT UNTIL
THE LAST MINUTE,
REGISTER RIGHT AWAY!**

If there are not enough participants for a class, it will be canceled a week before it is scheduled to begin. Thank you.

www.woodstockil.gov

RECREATION INFO AT YOUR FINGERTIPS

Recreation Department information is now available 24 hours a day on the City of Woodstock web site. To reach our information, access our main web site page www.woodstockil.gov, click on "Recreation." Select "Program Descriptions" for a listing of programs and descriptions. For further information select "Contact" and complete the form as required, click on "Submit." A Recreation Department staff member will contact you promptly regarding your request.

Woodstock Recreation Department
is a department of the
City of Woodstock
and is not a park district
(separate taxing body).
See page 56 for detailed information.



Woodstock Recreation Department PROGRAM REGISTRATION FORM

Please see reverse for important information on registration, insurance liability, photo & email policies and refunds.

Adult Registrant or Parent/Guardian _____

Address _____ City _____ Zip _____

Home Phone _____ Business Phone Mom _____ Business Phone Dad _____

Cell Phone Mom _____ Cell Phone Dad _____

Emergency Contact _____ Phone _____ Relationship _____

In case parent/guardian cannot be reached

Email (PLEASE PRINT CLEARLY!) _____

Please be sure we have your most current and active email address.

EMAIL POLICY—At the Woodstock Recreation Department we are committed to protecting your privacy. We use the email addresses we collect to process your receipts and to keep you up to date with news and special offers. We do not sell or rent individual customer names or other personal information to third parties.

PLEASE WRITE ONLY ONE NAME PER LINE.

**T-Shirt size needed for Playground Program,
Tee Ball, Bittie Ball and Challenge Road Run/Walk.**

Program # and Session	PROGRAM NAME	FEE	REGISTRANT'S FIRST NAME	REGISTRANT'S LAST NAME	SEX M / F	BIRTHDATE	GRADE (Fall 2007)	T-SHIRT SIZE (IF APPLICABLE)

Total Fees _____ **Method of Payment:** Cash _____ Check# _____

Special Requirements/Comments: _____

I have carefully read the email policy above and the insurance liability waiver on the back of this form and understand the signature is required below of participant or parent/guardian if under 18.

Signature _____ Date _____

WOODSTOCK RECREATION CENTER
820 Lake Avenue • Woodstock, IL 60098 • 815-338-4363



City of WOODSTOCK

RECREATION DEPARTMENT INSURANCE LIABILITY WAIVER

INSURANCE LIABILITY WAIVER—Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in City of Woodstock-Recreation program(s), you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of the activities of this program. Your signature is required on the other side of this form.

“I recognize and acknowledge that there are certain risks of physical injury to participants in programs and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child/ward may sustain as a result of participating in any activities connected or associated with any such program.

“I agree to waive and relinquish all claims I or my child/ward may have as a result of participating in the program against the City of Woodstock and its officers, agents, servants and employees.

“I do hereby fully release and discharge the City of Woodstock and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages, and losses sustained by me or by my child/ward, and arising out of, connected with, or in any way associated with the activities of any of the program(s).

“I have read and fully understand the above release and waiver form.”

PHOTO POLICY—Participants or their parents (if participant is under 18) permit the taking of photos, audio & videotapes during Recreation Department activities for publication and use as the Recreation Department deems necessary.

AFTER YOU HAVE REGISTERED—Please remember that registration is just the first step toward participating in the programs, and it does not guarantee you a space in the class. Registration confirmation will not be mailed, but can be emailed if email address is provided. However, if you do not hear from us after the registration date has passed, you can contact us at 815-338-4363 to verify your registration.

We will contact you if we have difficulty in processing your registration, for reasons such as; the program is full; you have not enclosed the proper amount of payment; we cannot confirm that you live at the address you wrote down; etc.

REFUNDS—We make every effort to expand class size or add classes to accommodate demand for our programs. If we do not have room in our program for you, we will notify you and issue a full refund. All refunds, when requested by the participant prior to the start of the program will be assessed a \$5.00 processing fee to help offset costs. Generally, there are no refunds once a program has begun, two weeks prior to a bus trip, or for season pool passes. Certain cases require exceptions and we will deal with these on an individual basis.

CHILD CARE—We understand that it is sometimes difficult to arrange for child care during our programs. Unfortunately, we are not able to accommodate children at any of our adult programs. Siblings and other individuals who are not registered for a program may not attend.

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